PCPN# FY03-59 - Purchase Card Program - MART Requirements

Please send any questions/comments to purchase_card@navsup.navy.mil

Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs AND CHs IN YOUR HIERARCHY.

Effective 22 SEP 03, the DON eBusiness Operations Office will no longer use the Semi-Annual review format for claimancy reporting. Claimancy reporting will change to a monthly cycle primarily due to the untimely results and effort of a six month reporting cycle. The monthly reporting cycle will synchronize with the billing cycle (no longer a calendar month) and will utilize a reporting tool (MART) that is web enabled.

MART (Monthly APC Review Tool) will be the tool used for APCs to submit information for the level 5 activities. Rollout for MART will be in 3 phases done quarterly? 22 SEP 2003, 22 DEC 2003, and 22 MAR 2004. Those claimants not using MART as the monthly tool will be required to use the form from the Semi-Annual review and submit it monthly via email to purchase_card@navsup.navy.mil.

Tentative rollout is as follows. Rollout for each claimancy may be moved up/back with appropriate notice.

HL # Major Claimancy
00015 Director of Naval Intelligence (ONI)
00014 Commander, Naval Research (CNR)
00033 Commander, Military Sealift Command (COMSC)
00039 Commander, Space and Naval Warfare Systems Command (COMNAVSPAWARCOM)
00030 Director, Strategic Systems Project Office (DIRSSP)
00041 Navy Systems Management Activity (NSMA)
00069 Commander, Naval Security Group Command (COMNAVSECGRU)
00019 Commander, Naval Air Systems Command (COMNAVAIRSYSCOM)
    Phase I - October 22, 2003

00061 Commander, U.S. Naval Forces, Europe (COMUSNAVEUR)
00025 Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM)
00012 Office of Under Secretary of the Navy (USN)
00072 Commander, Naval Reserve Force (COMRESFOR)
00024 Commander, Naval Sea Systems Command (COMNAVSEASYSCOM)
00011 Field Support Activity (FLDSUPPACT)
00018 Chief, Bureau of Medicine and Surgery (BUMED)
00027 Headquarters Marine Corps (HQUSMC)
00023 Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM)
    Phase II - December 22, 2003

00052 Commander, Naval Installations (CNI)
00022 Chief, Bureau of Naval Personnel (BUPERS)
00062 Naval Education and Training Command (NETC)
00070 Commander, U.S. Pacific Fleet (COMPACFLT)
00060 Commander, U. S. Atlantic Fleet (COMLANTFLT)
    Phase III - March 22, 2003

MART was presented at the GSA SmartPay Conference in August. The presentation can be found on our website at www.don-ebusiness.navsup.navy.mil. Click on "Card Management" in

the upper right hand corner of the screen. Then click on "Financial Cards" on the left hand menu. Next, click on "Purchase Card" in the left hand menu. The presentation can be found under "What's New" in the left hand menu. You can also find the presentation under "Conference Information." The name of the presentation is "Fifth Annual GSA SmartPay Conference Aug 19-21 San Antonio, TX - MART Demonstration "

The first reporting period will be 22 SEP - 21 OCT 2003. A training guide will be available for the users around the end of September. The level 5 APC will be required to log into the MART application. The first item they see will be a report card for the activity. If there are any items that are out of control (i.e. Over the 7:1 span of control ratio), the level 5 APC will be required to answer a follow up question on that particular area.

The next item the level 5 APC will review will relate to a 100% transaction review for that billing cycle. Questions asked will be:
1.   How many Cardholders have a transaction limit greater than $2500 with a Contracting Officer Warrant?
2.   How many Cardholders have a transaction limit greater than $2500 with a delegation other than a Contracting Officer Warrant?
3.   How many transactions exceeded minimum need?
4.   How many incidents of personal use were identified?
5.   How many split purchases were identified?
6.   How many transactions exceeded authorized limits?
7.   How many prohibited items were purchased?
8.   What percentage of Cardholders have met training requirements and have the fulfillment of those requirements documented? If the answer to any of questions 3-7 is greater than zero, then further follow up questions will be presented:
1.   Describe the item purchased
2.   How was the purchase discovered
3.   What administrative/management action was taken or is planned

Once the level 5 APC completes their activity's monthly review, the level 3 APC will be able to review the results, approve or send back to the level 5 APC for further action, and send up to the DON eBusiness Operations Office. Level 3/4 APCs will be able to view all of the activities below them, see status of the activity, and can drill down to the activities responses (see presentation from GSA SmartPay).

More information on MART will be sent via PCPNs to confirm claimants in Phase I as well as further instructions with the desk guide around the beginning of October.

You may contact the DON EBUSOPSOFF at telephone (717) 605-9394, DSN 430-9394, email purchase_card@navsup.navy.mil. EBUSOPSOFF fax number is (717) 605-9362, DSN 430-9362. Additional program information for the DON EBUSOPSOFF can be found at www.don-ebusiness.navsup.navy.mil.

Helpdesk
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